



## Presentation Skills

### "Public Speaking"

#### (Part IV of IV)

***"Public Speaking Skills Are Absolutely Essential To Those Who Aspire To Leadership."***

— Rear Admiral Dave Oliver Jr.

Thus far we have covered all the steps necessary to plan and organize material so that it can be presented in an orderly, logical manner. The last component of Presentation Skills for us to examine is the actual presentation of **your** material.

According to the *Book of Lists* one of the biggest fears that people have is the fear of public speaking. There are three important rules to banish fear in public speaking, they are: **(1) Know Your Subject (2) Believe in Your Subject (3) Practice.** Prior to your presentation, take the time to read through it several times. The next step is to practice it out loud, tape record it, or better yet, videotape it. Then take the time to look and listen to your tape. Look for things that didn't work well so they can be corrected prior to the presentation. Also, look for the things you did **right**. Practice it again, then focus on how well you did with the changes you made, and while practicing, visualize your audience enjoying your presentation. Carry this picture of success with you into your presentation and it will turn out just right. Remember, everyone has butterflies in their stomach before a presentation; the trick is getting them to stop fluttering and fly in formation. Practice will put them in place.

Some other things to keep in mind when preparing to speak are:

#### **Appearance**

First impressions are lasting impressions. Your audience forms an opinion of you beginning with your arrival, so always display a professional demeanor. Dress appropriately for the occasion. If the presentation is related to your role as a police officer, a uniform is always proper, unless you want a softer image.

#### **Humor**

Do not feel obligated to use humor for humor's sake. If you must tell a joke be sure that it relates to the program and is **appropriate** for all members of the audience. Practice telling the joke so that it comes out right. There is nothing worse than telling a joke and nobody laughs.

#### **Eye Contact**

During the presentation make eye contact with individual members of **your** audience. Hold that eye contact for **4-6 seconds**. Doing this personalizes your presentation to that person; as a consequence, they become more attentive and provide you with feedback about the quality of your presentation.

#### **Body Language**

As a speaker you must insure that your body language and facial expressions match your spoken word. The audience will gauge the sincerity of your message, if you, the speaker, can show you believe in what you are saying.

#### **The Verbal Component**

Use language that will meet the educational and experiential level of your audience. Using conversational language is the best way to assure common understanding among members of your audience. Be sure to pronounce words correctly. If you are not sure about a pronunciation, look the word up in the dictionary. If you use **jargon** or **acronyms** be sure to explain what the terms mean. Concentrate on clear, crisp articulation throughout your presentation. Profanity is never appropriate.

#### **Acoustics**

Find the farthest object in the room and project your voice to that object. Vary the tone and inflection in your voice to match your message. A loud strong voice can be used to emphasize points or add emotion. Contrasting with a soft voice will pull the audience forward and compel them to listen. Another great technique is silence or short pauses. The audience will sit up and pay attention, wondering what is coming next. Pauses are an effective management tool used to attract the attention of audience members who are having side-bar conversations.

There you have it, all the information you need to organize and give a great presentation. When the opportunity comes to give a presentation don't avoid it; rather, look at it as an opportunity to be center stage — providing your community, peers or group with information they need to grow and prosper. ■

# The Anatomy of Courage

*"One summer day in 1916... We heard a shell that seemed by its rising shriek to be coming near. Then there was a shattering noise, in our ears it seemed, a cloud of fumes and a great shower of earth and blood and human remains. As the fumes drifted away I had just time to notice that the man on my right had disappeared, when another angry shriek ended in another rending explosion, and more fumes enveloped us. At first I thought of what was happening to others near me, but soon my mind became a complete blank. The will to do the right thing was for the moment stunned. I was dazed and at the mercy of those beckoning instincts which till then I had been able to fight."*

This, according to Lord Moran (born Charles McMoran Wilson) — medical officer of the First Battalion of the Royal Fusiliers — is when World War I changed for him. He says, "At the time I do not think I was much frightened, I was too stunned to think. But it took its toll later. I was to go through it many times." As a result of his war time experiences, Moran began to keep detailed diaries on the nature of courage. In 1945, he published his notes in a book he called *"The Anatomy of Courage."*

More recently, police psychologist Dr. Paul Whitesell has applied the lessons from Moran's book to police training. Whitesell says that today's police officer sees horror to the same degree, and needs to be as courageous, as a soldier in war. He believes that by examining *The Anatomy of Courage*, and keeping in mind how it can be applied to police officers, many vital lessons can be learned. This article is based on excerpts from Moran's book.

## FEAR, COWARDICE, AND COURAGE

By fear I do not mean the state of apprehension that may take hold of

any man when he meets danger first, which is no more than natural. When I write of the birth of fear, I have in mind something that is born of time and stress. A man's discovery of danger does not come at once; often it does not come for a long time. It may be years before the ordinary man has any trouble. At first he has a strange feeling of invulnerability — a form of egotism — then it is suddenly brought home to him that he is not a spectator but a bit of a target. *Fear is a weakening of the will.*

Cowardice is not the same as fear. Rather, it is a label we reserve for something that a man does. *Cowardice is selfishness* — the ultimate foe. When soldiers become preoccupied with their own safety they have little self-respect and little courage. It would be tempting to inquire how far the skepticism of the age and the decay of principle have contributed to any increase in selfishness. But I do not myself believe that this age is either less spiritual or more sordid than its predecessors. Rather, selfishness is an individual sickness of the mind which inevitably leads up to complete and final failure.

I have repeatedly discovered that a man of character in peace becomes a man of courage in war. A man cannot be selfish in peace and yet be unselfish in danger. For danger has no power to transform, it merely exaggerates the good and evil that are in us, till it is plain for all to read; it cannot change, it exposes. If you know a man in peace, you know him in war.

How does it come then, that men will ready themselves to die? It seems obvious that courage must be a moral quality. In the extremes of danger, courage is a cold choice between two alternatives, the fixed resolve not to quit, and an act of renunciation which must be made not once but many times by the power of the will. *Courage is will power.*

## THE DISCOVERY OF FEAR

Courage is willpower whereof no man has an unlimited stock; it is a man's capital of which he is always spending. There are signals of personal defeat which are like red lamps on broken roads, to these we must pay heed:

### Moods

Moods expose the workings of the conscious mind. Where there is a lavish display of feeling the mind is not at peace — it is divided against itself. It shows a wavering of purpose and a lack of will to see business through to the end. The complaining man is the man who is not wearing well. Searching for scapegoats is bitterness of spirit, and a sign of wear and tear. Apathy, or lack of feeling, is also a symptom, not a cause of unrest.

### Worrying

Can it be said that we are defeated by our own thoughts? A dozen times you escape improbably, until you are forced at last to realize the odds. *The mind is full of what may come because it is full of what has gone.* Soldiers become preoccupied not only with their own safety, the jeopardy in which their friends are placed also jars their minds. Worrying is a bad sign, for when a man thinks like that, his self-control is going, and the battle is already half lost. "More life," Thomas Hardy writes, "may trickle out of men through thought than through a gaping wound."

In W.W.I such fears and forebodings were regarded as morbid and no proper subject for discussion. A soldier was expected to suppress unhealthy sentiments of this kind. Since he had no means of expressing those fears which threatened to be his undoing, they were driven down into the depths of his being. But we cannot cleanse our thoughts of fear by repression of the doubts and hesitations which occupy and mock our

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**Courage . . .** (Continued from Page 2)

minds. We must acknowledge fear, that there is but one thing to do, and then we must go and do it.

**Recklessness**

Sometimes the shadow of fear drives men in just the opposite direction, into sheer recklessness. When a man begins to defy fate, when "he is always asking for it," it is a sign he is in trouble. I knew a sergeant, a bold and efficient N.C.O., two winters he had been out here. "I wish to God I could get hit," he had once confided to me, "I am not the man I was." The damned stuff had done its work. Now he was done.

**Drinking**

Then there is drinking — a last crazy effort to get something out of life. Is this fellow breaking because he is drinking or is he drinking because he is breaking? Is alcohol a cause or symptom of defeat? It doesn't matter, for once that game begins the man is done unless helped. Drink, like any other form of license, strips one of the power to decide.

**HOW COURAGE IS BUILT**

The secret of courage is not to insulate oneself from disturbing impressions. Courage is a positive virtue — a motive for altruism. The secret is in a certain attitude of mind: a pride in being chosen to serve. This pride (and pride is a bad name for it because it is much more like the affection of a crew for their ship) is developed and honed, as in a mastery of an art.

**Discipline**

Discipline is how soldiers have been made through history, and it runs through courage like an undertone. Consider the discipline of the pilot, they have deliberately chosen a particularly risky job. They have learned by experience that they can see it through without much outside control, that discipline in this sense is unnecessary, because it has been replaced by a sound morale — control from within. A man with a high morale does things because in his own mind he has decided to do them without any suggestion from outside sources. In a democracy we need more, not less, discipline, if by discipline we mean self control.

**Leadership**

If a man's willpower is his capital, of which he is always spending, then the wise and thrifty leader watches the expenditure of every penny lest their men go bankrupt. And if the men are always using up their capital, then the leader can add to it. There is a paying in as well as a paying out. The crews of many warships have been adrift in open boats or rafts on winter seas, without food or water, for days after the ship had been sunk. The behaviors of these crews in this ordeal depends on how they are led. If the senior man in the boat knows his job and can set a course, and looks after the comforts of his men, boldly assuming responsibility for everything, he will prove the salvation of that boat. He does things that spread a feeling of purpose. There is a general desire to be like him. When many survive it will be found they had such a leader. A leader who can take hold of his men and build their self respect and loyalty will stiffen their purpose until they become successful.

**Participation**

Danger is only tolerable when one can take part; men often find salvation in action. To dull emotion, one must do something. To sit still under fire is more testing than to fight in the open. The worth of no man, however able, is proven until it has been submitted to some ordeal.

**Humor**

Humor can act as a philosophy. It is a kind of detachment from the insubstantial pageant of the world and can carry you through the day. Humor that mocks life and scoffs at our own frailties; humor that touches everything with ridicule and can even take the bite out of death.

**Hope**

If a soldier can look forward to something his spirits rise, he has hope in his heart and hope is the best preservative in war. Normally one can borrow hope from the future. But in war there is no future. Without an end in view, there is little which can make the present endurable. However, there are those who can maintain hope by power of the will. Know that in Gaelic, hope and courage are the same word.

**Faith**

The outstanding personal successes in my battalion have been among imaginative men. They were able to see more fully than others, they were able to understand on what terms life was worth living. Indeed, it is the thinking soldier who lasts in today's long nightmare of suspense. There is an unending struggle between fear and faith, but faith becomes greater than fear when a soldier holds on to some ideal until it becomes his religion. The idea that is greater than fear which fortifies men in facing danger is never quite the same. Very different emotions may steel men to superlative bravery, in some there is a selfless dedication, others speak of religion. There is a story of a very great and brave soldier who was asked by an admirer about his religious faith. The soldier replied, "Wise men all hold the same religion." "What is that?" said the admirer, and the soldier answered, "Wise men never tell."

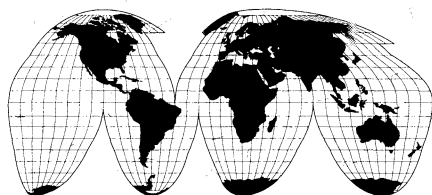
**Toleration**

Hate has nothing to do with courage. Does it help even for a day to liken the enemy to vermin which must be destroyed? It is a senseless piece of folly that solves nothing. Toleration is as close as you can get towards a religion, so that nothing in war can take your spirit. Surely if men stripped of their illusions can endure without bitterness so many and so great privations, then toleration is worth the effort.

**CONCLUSION**

It is strange how some good fellows keep on their feet, drifting back when their wounds are healed, like singed moths unable to leave a flame. Something in their stock tethers them to their destiny. The value of these brave souls is beyond number, week by week they count for more. They are the backbone of every unit, the rest come and go but are never of us, only the brave count — pulling up the mass and making it possible for the rest to carry on. Without them I do not know how humanity could endure so much.

In the next Tuebor, Dr. Paul Whitesell's "Psychology of Combat and Intimidation" will be explored.



## An International Code of Ethics for Police Officers

In 1961, the United Nations began to develop an international set of standards for police officers. The assertion being that all police, regardless of national origin and enforcement problems, should have the same professional ethics. After considerable preparation, on December 17, 1979, at the 34th Session of the General Assembly, the "Code Of Conduct For Law Enforcement Officials" was adopted. Below are the code's eight articles:

### Article 1

Law enforcement officials shall at all times fulfill the duty imposed upon them by law, by serving the community and by protecting all persons against illegal acts, consistent with the high degree of responsibility required by their profession.

### Article 2

In the performance of their duty, law enforcement officials shall respect and protect human dignity and maintain and uphold the human rights of all persons.

### Article 3

Law enforcement officials may use force only when strictly necessary and to the extent required for the performance of their duty.

### Article 4

Matters of confidential nature in the possession of law enforcement officials shall be kept confidential, unless the performance of duty or the needs of justice strictly require otherwise.

### Article 5

No law enforcement official may inflict, instigate or tolerate any act of torture or other cruel, inhuman or degrading treatment or punishment, nor may any law enforcement official invoke superior orders or exceptional circumstances such as a state of war or a threat of war, a threat to national security, internal instability or any other public emergency as a justification of torture or other cruel, inhuman or degrading treatment or punishment.

### Article 6

Law enforcement officials shall ensure the full protection of the health of persons in their custody and, in particular, shall take immediate action to secure medical attention whenever required.

### Article 7

Law enforcement officials shall not commit any act of corruption. They shall also rigorously oppose and combat all such acts.

### Article 8

Law enforcement officials shall respect the law and the present Code. They shall also, to the best of their capability, prevent and rigorously oppose any violations of them. ■

The source for this article was the book Professional Law Enforcement Codes. Many other books are available through the Law Enforcement Resource Center, located at the Training Academy. Mary LePiors is the librarian. You may request material by calling 517/322-1976, @mlc. lib.mi.us.

## Tuebor Survey Results

**Total Surveys Returned: 210** (Note: some respondents did not answer all questions)

**How thoroughly do you read the Tuebor?**  
(Total Responses: 207)

I read the entire Tuebor	119 (57%)
I selectively read articles	82 (40%)
I never read it	6 (3%)

**How do you rate the overall quality of the Tuebor?** (Total Responses: 202)

Excellent	Good	Poor
109 (54%)	87 (43%)	6 (3%)

**Should issues continue to be published quarterly?** (Total Responses: 206)

Continue four a year	157 (76%)
Increase publications	35 (17%)
Decrease publications	14 (7%)

**What topics are you most interested in?**

#### Top 5 Requested Topics

#1	Criminal Law
#2	Criminal Investigations
#3	Fitness
#4	Handling Stress
#5	Leadership



## Violence Involving Girls Is On The Rise

When responding to a call involving young people, most police officers keep an eye on the males in the group. After all, isn't that where the potential for violence comes from? Before you answer, consider these statistics:

- > Fifty-four percent of girls questioned said that females will do violent things.
- > Thirty-six percent reported having been in a physical fight themselves the past year. Thirty-three percent said they had fought another girl. Thirty percent said they had tangled with a boy.
- > Seventy-two percent said they knew of girls who carry weapons. Seventeen percent carried weapons themselves.

Know that in juvenile gangs it is common for females to carry weapons for their boyfriends.

Source: *Police Magazine*, June 1996 ■

## Physical Assessment Participation

Below is a summary of the voluntary physical assessment which was administered the month of September.

### Total Departmental Participation: 2,013

- > Total Enlisted Participation (1,870)  
Approximately 87% of enlisted members chose to participate. (There are currently 2,143 MSP enlisted)
- > Total Civilian Participation (143)  
Approximately 15% of civilian members chose to participate. (There are currently 989 MSP civilian)

### Top Performances

	Male	Female
Chin Ups	30	30
Ab Curls	83	65
Push Ups	107	90
Stretch	+ 11½	+ 9
Run	7:27	9:38
Walk	29:55	32:58

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